



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT

October 22, 2018

Closing Date: October 26, 2018

(Position will close from date of listing or until filled.
Application review will begin on October 29, 2018).

Title: PUBLIC SCHOOL PROGRAM ADVISOR

Position Number: 2212-9102

Grade: GS09

Curriculum Support Services - Literacy

DUTIES:

This position will support the development, dissemination, and evaluation of statewide literacy professional learning for K-12 educators. Promote the effective practices for implementing and supporting the R.I.S.E. initiative; facilitate professional learning for state grant-funded literacy specialists to inform their work in assisting school personnel in curriculum instruction, assessment, interventions and coaching strategies. Work with other units within the ADE to promote effective literacy practices pre-kindergarten through college and career. Maintain and share current knowledge of research and effective practices in the areas of curriculum instruction and professional development; perform other duties as assigned. K-5 classroom experience is preferred.

SPECIAL REQUIREMENTS:

Successful applicant must have a master's degree in Reading or English Language Arts, plus three years of experience in education; background and experience in English Language Arts, K-5 education required; service on state and/or school district curriculum and/or assessment committees may be substituted for all or part of these special requirements.

SPECIAL APPLICATION INFORMATION:

Only a completed application with work history is accepted. The work history section of the application must be complete. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in public administration, educational administration, education or a related field; plus five years of experience in education, public school administration, or related field.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must possess a valid Arkansas driver's license. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at www.arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.